

# Committees of the Yearly Meeting

## ***SECRETARIAT COMMITTEE (JUNE 2002)***

The Secretariat is in charge of information services for the Yearly Meeting.

It has three members who serve three-year overlapping terms, one of which is appointed annually. The PYM Assistant to the Clerk is an ex-officio member. Responsibilities for the Committee occur during and following both Representative Committee and Yearly Meeting. There may be correspondence, generally by e-mail, during the year, and sometimes a meeting is held during the year.

The work of this committee involves late night, last minute word processing, editing, copying, assembling, etc. Familiarity with the use of computers, scanners, copiers, printers and other office equipment is essential. Working with the Secretariat means forgoing some PYM activities. Volunteer workers are needed and sought.

The major work of the Secretariat consists of: publishing a daily newsletter at the annual session telling what is happening where when; preparing and distributing copies of Plenary session minutes and attachments; and assisting the Statistical Clerk by preparing and distributing the roster of those who come to Yearly Meeting. The Secretariat also prepares and distributes packets of minutes and attachments for Representative Committee meetings.

### **Clerk's Responsibilities**

The clerk must have good organizational and communication skills, and be computer literate. The clerk is responsible for overseeing the work of the committee and for the smooth and timely functioning of the ad-hoc office. The clerk must:

1. Care for the equipment owned by PYM during the year and transport it to the Yearly Meeting;
2. Buy office supplies in advance of RepComm and Yearly Meeting as necessary;
3. Send out correspondence in advance of RepComm and Yearly Meeting so that reports and documents are made available in the right form for distribution at the meetings;
4. Assist the Statistical Clerk to maintain up-to-date addresses for the Yearly Meeting;
5. Advance payment for copying and postage for large mailings (which may mount up to hundreds of dollars);
6. Participate in the final evaluation of the Yearly Meeting which is convened by the Assistant to the Clerk.

### **Qualifications for Committee Members**

Members must be computer literate, and have technological expertise in formatting and designing. It is necessary for members to have computer equipment at home with suitable software for finalizing the materials, and they must be prepared to bring the equipment to Yearly Meeting for equipping the Secretariat office.

### **Tasks**

#### ***At Representative Committee***

- Assures that the file boxes to distribute documents to Meetings, officers, committee clerks, and representatives are available, and mails to appropriate recipients any documents not picked up from the file boxes.
- Receives the finalized and signed copies of the Minutes and attachments and creates a packet which is distributed to Meetings, officers, clerks of committees and representatives to other Quaker organizations.

(These tasks are typically done by the Secretariat Clerk).

#### ***Prior to Yearly Meeting***

- Sends a letter advising attenders what they can expect from the Secretariat and what their responsibilities are regarding documents they may wish to distribute.

#### ***At PYM***

- Sets up the Secretariat office and assigns schedule of hours for each committee member to tend the office.

## Committees of the Yearly Meeting

- Assigns a specific responsibility to each committee member:
  - Daily Miracle (requires capacity to enter articles, format, and design)
  - Packet of business meeting minutes and attachments (requires knowledge and skill in formatting, good organizational ability, and sufficient time to finalize details)
  - In charge of Boxes, liaison, and gopher work

All committee members are expected to help each other as needed.

### *After PYM*

- Finalizes the packet of materials from Yearly Meeting.
- Distributes packets to Clerks of Meetings, officers, clerks of committees, representatives to Quaker organizations, and those attenders who have requested them. Distribution method may be e-mail, regular mail, possibly web site.
- Sends Archivist the original, signed copy of all Minutes from PYM with attachments, plus an e-mail copy to the Archivist's back-up person.
- Mails the Epistles to Yearly Meetings throughout the Quaker work (if the Presiding Clerk does not assume this task).